



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

MEMORANDUM

**TO:** School Superintendents

**FROM:** Nancy J. Headrick  
Assistant Commissioner  
Division of Career Education

**DATE:** September 18, 2007

**SUBJECT:** Self-Monitoring Report for Career Education

The Division of Career Education has been developing a process of monitoring career education programs that are either waived or that will receive a full onsite MSIP review. Last year we instituted the *Report for Local Program Quality Improvement*. Districts that received their waiver during the first year of the 4<sup>th</sup> cycle of MSIP completed this report for each career education program operated by the district.

Based on feedback, we discontinued using the Report. In its place, we are instituting the *Self-Monitoring Report for Career Education*. The *Self-Monitoring Report for Career Education* is very similar to the Self-Monitoring Report that was used during 3<sup>rd</sup> cycle MSIP. However, it has been realigned with the **Common Standards for Career Education Programs**. All responses are yes/no and there is no narrative or documentation that is required. Only one report is required for all approved career education programs operated by the district.

Districts that have received their waiver for this year or are going through a full onsite MSIP review will be required to complete the *Self-Monitoring Report for Career Education* and submit it to Dennis Harden, Coordinator of Career Education, no later than **November 2, 2007**. Enclosed is a copy of the *Self-Monitoring Report for Career Education*. The Report is also available on our website at [www.dese.mo.gov/divcareer/forms/Self-Monitoring\\_Report\\_for\\_Career\\_Education](http://www.dese.mo.gov/divcareer/forms/Self-Monitoring_Report_for_Career_Education).

If you have any questions regarding this information, please contact Dennis Harden at (573) 751-3500 or [dennis.harden@dese.mo.gov](mailto:dennis.harden@dese.mo.gov).

Enclosure

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